

Completing Acrobat Forms On-line

These are fillable Adobe Acrobat PDF forms, and must be completed on-line before printing. In order to complete any of these forms you must have Adobe Acrobat or Adobe Acrobat Reader installed.

Tips for Completing Acrobat Forms On-Line:

- Each field outlined in yellow must be completed.
- Click into the first field, then type the requested information. Use the “Tab” key to advance to the next fillable field. “Shift+Tab” moves back one field. You may also click in a field to access it. It is very important to tab or click past the last field where data is entered to ensure the data is temporarily saved in the form.
- Fields with an arrow on the right side have a drop down box with multiple choice selections. Choices may be overridden by typing in the field.
- Some forms contain tips for completing and printing. These will be on blue notes within the form. Double click on the note to open. Click the minimize button on the top left corner to close.
- Some forms contain yes/no radio buttons. Point the cursor at your selection, the cursor will change to a pointing finger then click the left mouse button.
- Some forms will contain additional instructions as the last page.
- If pages are cut off when printed, select the option “Shrink to Fit”.
- It is not possible to save the completed form - once you close the form the data will be lost.
- PLEASE PRINT THE COMPLETED FORM FOR MAILING TO:

U.S. District Court
750 Missouri Avenue
East St. Louis, IL 62201

OR

U.S. District Court
301 West Main
Benton, IL 62812

Attention: Clerk’s Office

Attention: Clerk's Office